





**SECTION 3: Balance**



### About These Instructions

- **The [Enter] key and the [Tab] key are interchangeable – most of the time.**
- **The mouse can be used – most of the time – to move from field to field.** The instructions use the [Tab] key to move from field to field. Remember, in some situations the use of the [Tab] key is required.
- **A NEXT BLOCK function** can be performed a number of ways.
  1. Click on Block on the menu bar, and then click on Next.
  2. Click on a > caret if it is visible on the bottom left corner of the screen.
  3. Press the [Control] and [Page Down] keys simultaneously.
  4. If the I-beam is visible, click on the area of the form that represents the **NEXT BLOCK**.
  5. Click on the **NEXT BLOCK** icon 
- **A NEXT RECORD function** can be performed two ways:
  1. Click on Record on the menu bar, and then click on Next.
  2. Press the [↓] key.
  3. Click on the **NEXT RECORD** icon 

A **Query** can be performed in a couple of ways.

- **ENTER QUERY**
  1. Click on Query on the menu bar, and then click on Enter.
  2. Click on **ENTER QUERY** icon 
  3. F7 on the keyboard.
- **EXECUTE QUERY**
  1. Click on Query on the menu bar, and then click on Execute.
  2. Click on the **EXECUTE QUERY** icon 
  3. F8 on the keyboard

See the **Navigation** section of this manual for additional information.

Accounting Periods	
01	July
02	August
03	September
04	October
05	November
06	December
07	January
08	February
09	March
10	April
11	May
12	June

### **Organization Budget Summary Form (FGIBSUM)**

**Purpose:** To summarize, by Account type, activity and balance for Fund or Fund/Orgn combination.

**Required Fields:**  
in the header block

**Chart:** Defaults with 1

**Fiscal Year:** Defaults with the current fiscal year. To query previous years, enter the appropriate year.

**Orgn:**

**Fund:**

**Program:** Defaults, based on the Orgn or Fund

**Optional Fields:**

Once the required information is entered,



**NEXT BLOCK** to move to the lower block to display the summary

**Drill Down Buttons:**

The **Organization Budget Status**

button links to the **Organization Budget Status Form (FGIBDST)**.

The screenshot shows the Banner2000 Organization Budget Summary Form (FGIBSUM 3.1)(Upgrd). The form includes a menu bar (Action, Edit, Options, Block, Field, Record, Query, Help, Window) and a toolbar with various icons. The main form area contains several input fields and a table.

Input fields:

- Chart: 1
- Organization: 8100
- College Computer Ce
- Commit Ind
- Fiscal Year: 98
- Fund: 11001
- General Operating F
- Both

Account Type	Adj Budget	YTD Activity	Commitments	Avail Bal
REVENUE				
PERSONNEL SERVICES	0.00	0.00	27047.56	-27047.56
OTHER THAN PERSONNEL SERV:	50000.00	90065.14	0.00	-40065.14
TRANSFERS				

Summary values:

- Net: -50000.00
- Revenue minus (Labor + Expense + Transfer): -90065.14
- Total Commitments: 27047.56

Buttons: Organization Budget Status, Rollback, Exit

Footer: Press Count Query Hits for Organization Budget Status  
Count: \*4

## Executive Summary Form (FGIBDSR)

**Purpose:**

The **Executive Summary Form (FGIBDSR)** provides a query of the budget availability by organization code. Fiscal year-to-date budget, expenditure activity and commitments will be displayed by account code. You may query on non-data enterable organization codes.

**Required Fields:**  
in the header block

**Chart:** Defaults with 1

**Fiscal Year:** Defaults with the current fiscal year. To query previous years, enter the appropriate year.

**Orgn:**

**Fund:**

**Program:** Defaults, based on the Orgn or Fund

**Optional Fields:** When an **Account** is specified in the header block, the listing of accounts in the lower block will begin with the specified account.

**Query Specific Account:**  
Click in the box to query on only one account within the Fund and/or Orgn.  
Enter the account code to the right of the Account button.

Once the required information is entered,



**NEXT BLOCK** to move to the lower block to display the account status.

**Drill Down Buttons:**

To view transaction details, keep the cursor in the Account column, then click on the



button to link to the **Detail Transactions Activity Form (FGITRND)** which displays an itemized list of transactions for this account.

**Executive Summary Form (FGIBDSR 3.1)(Upgrd)**

Chart: 1      Orgn: 8100 College Computer Center  
 Fiscal Year: 98      Fund:      Program:      Account:      Acct Type:      Activity:      Location:  
 Index:      Commit Ind: Both

Query Specific Account  
 Include Revenue Account

Acct	Type	Title	Adj Budget	YTD Activity	Commitments	Avail Bal
6112	L	Facult	0.00	0.00	1050.00	-1050.00
6141	L	Suppor	0.00	0.00	17908.00	-17908.00
6142	L	Suppor	0.00	0.00	2546.40	-2546.40
6310	L	Alloca	0.00	0.00	5543.16	-5543.16
7111	E	Suppli	20000.00	106561.06	0.00	-86561.06
Net Total:			50000.00	89490.14	27047.56	-66537.70

Account Code: Press Duplicate Item to view Transaction Detail activity.  
 Count: \*9

## Organization Budget Status Form (FGIBDST)

**Purpose:** The **Organization Budget Status Form (FGIBDST)** provides a query of the budget availability by fund or organization code. Cumulative, fiscal year-to-date budget and expenditure activity will be displayed by account code.

**Required Fields:** in the header block

**Chart:** Defaults with 1

**Fiscal Year:** Defaults with the current fiscal year. To query previous years, enter the appropriate year

**Orgn:**

**Fund:**

**Program:** system defaults based on the Orgn or Fund entered above


**Optional Fields:** When an **Account** is specified in the header block, the listing of accounts in the lower block will begin with the specified account.


**Query Specific Account:**


Click in the box to query only one account within the Fund and/or Orgn. Enter the Account Code to the right of the Account button.

Once the required information is entered,  **NEXT BLOCK** to move to the lower block to display the account status.

**Drill Down Buttons:**

The  button links to the **Organization Budget Summary Form (FGIBSUM)**.

The  button links to the **Detail Transaction Activity Form (FGITRND)**.

The  button links to the **Organizational Encumbrance List Form (FGIOENC)**.

Acct	Type	Title	Adj Budget	YTD Activity	Commitments	Avail Bal
7111	E	Suppli	20000.00	54031.26	0.00	-34031.26
7113	E	Partic	5000.00	-23350.00	0.00	28350.00
7181	E	Lab &	7500.00	100.00	0.00	7400.00
7311	E	Travel	10000.00	5204.08	0.00	4795.92
7711	E	Invest	7500.00	1475.00	0.00	6025.00
Net Total:			50000.00	37460.34	0.00	12539.66

## General Ledger Trial Balance Form (FGITBAL)

**Purpose:** To display the current balance of asset, liability, and fund balance account codes for a fund

**Required Fields:** in the header

**Chart:** Defaults with 1

**Fiscal Year:** Defaults with the current fiscal year. To query previous years, enter the appropriate year.

**Fund:** Must be a fund other than 11001 – General Operations

**Optional Fields:**  
**Account Type-**

**Account-**

Once the required information is entered,



**NEXT BLOCK** to move to the lower block to display the account status.

**Drill Down Buttons:** To view activity, move the cursor to the account you wish to view. Click on the

Acct	Description	Beginning Balance	DC *	Current Balance	DC *
1131	Cash Interfund	0.00	D	111000.00	C
1430	Grant Receivables	0.00	D	173630.00	D
1900	Due From Other Funds	0.00	D	8376.50	D
2900	Due To Other Funds	0.00	C	71006.50	C
3011	Revenue Control	0.00	C	173630.00	C
3021	Expenditure Control	0.00	D	173630.00	D
3023	Budgeted Expenditure Control	0.00	C	46000.00	C
Total: ALL ACCOUNTS		0.00		0.00	

**General Ledger Activity** button to display all general ledger activity for the account within the fund

button to display all general ledger activity for the account within the